



GROUNDWORK SOUTH TYNESIDE & NEWCASTLE

JOB DESCRIPTION

JOB TITLE	Specialist Communication Support and Vocational Tutor (Customer Service)
SALARY	£19760 - Full-time pro rata (2 days – 14 hours, with the opportunity to rise to 3 days – 21 hours)
REPORTS TO	Programme Lead – SEN Teaching and Learning
LOCATION	South Tyneside
TERMS & CONDITIONS	Standard Terms and Conditions

JOB SUMMARY

Groundwork South Tyneside and Newcastle is a dynamic, multifaceted organisation with unbounded ambition to transform people and communities – we ‘Change Places and Change Lives’ through a wide range of diverse, interesting and valuable projects and initiatives. Our priorities are to strengthen and grow our existing services by delivering long-term programmes that meet the needs of our stakeholders.

We are looking for a dynamic and creative person to deliver some accredited learning as well as specialist communication support to young people aged 16 - 24 with SEND. The successful candidate will join a supportive and skilled team of support workers, tutors and Programme Lead and collectively work towards enabling the young people to achieve their qualifications, develop their independence skills, emotional resilience and ultimately progress towards their future goals.

Qualifications are based around Customer Service, Animal Care and Land Based Studies as well as Functional Skills Maths and English. In addition, young people undertake work placements, enterprise and enrichment projects. Learning environments vary between classroom, farm, work placement, café and other vocational sites.

KEY TASKS

The key tasks of the role are:

- To deliver accredited learning programmes (Customer Service entry level and level 1 – 2), in line with the qualification specification, to a very high standard, enabling every young person to achieve

- To plan and prepare schemes of work and individual lessons and complete planning documentation to the time schedule agreed by the college
- To provide specialist communication support for young people with a hearing impairment, Autism and elective mutism
- To support initial and on-going assessment and diagnostics, learner achievement, attendance and retention, target setting and other quality measures as required by awarding bodies, funders and inspection bodies
- To have a good knowledge and understand of SEND and ensure delivery of programme meets the needs of all learners
- To engage with the young people, parents and carers and other professionals in order to support progression and achievement
- To facilitate and develop a diverse programme of learning opportunities to ensure the continued growth of the project
- To provide full range of learning experiences both inside and outside the classroom and provide modified materials and resources as required
- To be responsible for setting and implementing personal targets on the learners' Individual Learning Plan (ILP). These targets are taken from their EHCP and reflect the outcomes for adulthood principles: Employment, Independence, Health, friends, relationship and community
- To involve non-teaching support staff in the planning, preparation and delivery of lessons
- To attend in-service training and relevant meetings relevant to the post in order to keep up to date with developments in working with young people with special educational needs
- To ensure the health, safety and wellbeing of learners and develop individual learner risk assessments
- To ensure compliance with the Trust's Health and Safety Policy and procedures

You will also enjoy the freedom to work using your own initiative and fully develop your creative flair.

Additional Information / Duties

Safeguarding & Prevent:

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding policy
- Comply with the Safeguarding Policy in order to ensure the welfare of children and adults at risk

Work Demands

- The post holder must be flexible in order to deal with rapidly changing priorities this will include changing hours of work within agreed boundaries to meet the demands of project delivery
- The needs and issues of the learners are often emotionally difficult, the post holder will need to be able to identify their own feelings and discuss these within an appropriate arena

Physical Demands.

- Travel may be required for project delivery

ADDITIONAL RESPONSIBILITIES

- The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.
- Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.
- The post holder is required to carry out the duties in accordance with the company's Equal Opportunities Policies
- A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults, and reporting any concerns.
- To be aware of, and comply with, all measures to support our environmental standard ISO14001
- All employees have a responsibility of care for their own and others' health and safety.

Prepared by Rebecca Ramsden September 2020